



# USAID | HONDURAS

FROM THE AMERICAN PEOPLE

## Vacancy Announcement No. ST-FSN-08-14

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| <b>OPEN TO:</b>                   | All interested candidates who have the required work and/or residency permit  |
| <b>FULL LEVEL OF PERFORMANCE:</b> | FSN PSC – 11  |
| <b>LOCATION OF POSITION:</b>      | Democracy and Governance Office (DG), Tegucigalpa, Honduras   |
| <b>POSITION TITLE:</b>            | Project Management Specialist (Rule of Law & Youth Civic Engagement)  |
| <b>OPENING DATE:</b>              | February 5, 2014  |
| <b>CLOSING DATE:</b>              | February 20, 2014   |
| <b>WORK HOURS:</b>                | Monday through Friday (40 hours per week)   |
| <b>SALARY:</b>                    | Compensation will be in accordance with the Local Compensation Plan (LCP). In addition to a generous benefits package, monetary compensation ranges from L597,060.00 to L. 1,014,996.00 per year. |

### **BASIC FUNCTION:**

The employee serves as the Project Management Specialist and advisor within the U.S. Embassy for democracy and governance activities with emphasis on those related to civic engagement and citizen security. These activities address but are not limited to good governance, crime prevention as it relates to good governance, rule of law and human rights, civic engagement, youth empowerment, and civil society. The employee is responsible for facilitating public-private partnerships and coordination with senior and technical level governmental officials, nongovernmental organizations (NGOs), professional associations, USAID implementing partners, and others. Provides expert guidance on innovative, evidence-based, technically-sound approaches that enhance youth resiliency and protective factors and empower youth to become active citizens, to engage in political and self-governance structures, and to think critically about issues affecting them and society in general. The employee maintains high level contacts with private sector associations, other donors, and counterparts in the U.S. Embassy, among others. The employee works under the supervision of the DG Office Director.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

*This job description summarizes the core responsibilities assigned to the position; however, it in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.*

#### **1) Leads the implementation of democracy and governance activities (40%)**

- a) Manages the implementation of democracy and governance activities ensuring compliance with program objectives and timelines, and with United States Government (USG) laws, regulations, and policies;
- b) Establishes and maintains technical and policy dialogue with senior and working level governmental contacts;
- c) Oversees politically-sensitive activities of NGO and other partners;
- d) Develops and drafts short and long-term planning documents such as strategic plans;
- e) Writes complex and long-term procurement documents such as scopes of work;
- f) Prepares and/or supervises preparation of program documentation, including waivers, justifications, action memoranda, procurement documents, procurement and financial plans;
- g) Manages one or more implementing mechanisms and is responsible for establishing appropriate coordination between implementing partners, NGO partners, and Government of Honduras (GOH) host country counterparts to ensure implementation of USAID programs;
- h) Exercises COR/AOR responsibilities and/or supervisory COR/AOR responsibilities;
- i) Prepares contributions for program performance management plans and performance reports ;
- j) Plans, designs, implements, prepares, and contributes to evaluations, assessments, and audits of DG activities;

- k) All work is performed in a politically sensitive and high stakes environment, and carries a risk of embarrassment and adverse publicity to the USG. Tact, diplomacy, and discretion must be exercised;
- l) Ability to work under pressure;
- m) Knowledge in computer skills including but not limited to MS Office applications and internet access.

## **2) Provides Technical Leadership (30%)**

Provides technical leadership and serves as U.S. Embassy resource on specialized subjects including but not limited to good governance, crime prevention, youth empowerment, civic engagement, rule of law, human rights, and civil society. Analyzes current events, trends, and patterns, and assesses threats and opportunities for USAID assistance. Provides detailed presentations at USAID, Embassy, donor, and other fora. Presentations are in oral and written form, and involve briefings, advice, persuasion, and defense of USAID policy and program positions. Provides more frequent and less formal briefings to USAID and U.S. Embassy staff as requested. Remains current on covered subjects and advises, briefs, and modifies program activities accordingly.

## **3) Ensures Coordination (20%)**

Ensures coordination among different USAID/USG programs, and coordination of activities and policy dialogue among international and bilateral donors, including donor tables; prepares and negotiates joint donor submissions; liaises with the governmental and civil society leaders to promote tripartite coordination; represents USAID in various fora and technical commissions. Engages possible partners through outreach efforts; lays the groundwork for constituting alliances and leveraging resources; and establishes high-impact partnerships with the private sector.

## **4) Program Policy (10%)**

Provides subject matter expert advice on policies and programs that will empower young women and men so as to contribute to the advancement of their communities and country while reaching their full potential. Provides the DG Office and USAID Mission with expert guidance on innovative, evidence-based, technically-sound approaches that promote a culture of democracy and transparency and enhance youth resiliency and protective factors. Advises senior level management on gender differentiated approaches that mobilize and empower youth to become active citizens, to engage in political and self-governance structures, and to think critically about issues affecting them and society in general.

## **REQUIRED QUALIFICATIONS:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

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| <b>EDUCATION:</b>  | Master's degree in political science, social science, law, or related areas is required. An undergraduate degree or concentration in Adolescent Development or related area is also preferred.  |
| <b>EXPERIENCE:</b> | At least five years of professional experience in supporting governance, rule of law, and civic engagement programs, policies, and/or initiatives are required. Of those five years, at least three years' experience in strategy development and program management is required. Direct experience in youth empowerment and civic involvement and demonstrated problem solving skills on complex bilateral/multilateral and/or public sector programs is also required.  |
| <b>LANGUAGE:</b>   | Level IV (fluent) in English and Spanish is required. This will be tested. At this level, the incumbent must have a high degree of proficiency in both the written and spoken language, including the ability to translate. On occasion, the job holder may need to act as an interpreter. Written English skills are particularly important. Must be able to clearly express ideas and concepts accurately both verbally and in writing.   |
| <b>KNOWLEDGE:</b>  | An advanced knowledge is required in: (1) Honduran laws, institutions, practices, and procedures in security sector institutions, municipal law, transparency, and human rights; (2) Juvenile justice system, national transparency policy and initiatives such as the National Anticorruption and Transparency Policy, the youth policy and regulations such as the Plan for Youth Action (PAYE) and the Security and Crime Prevention Policy; (3) Principles, concepts, and practices of youth resiliency and protective factors, crime prevention strategies and best practices; (4) Political, economic, social, and cultural environment in Honduras, particularly as it pertains to civic engagement, youth, rule of law and violence reduction; and (5) Mission strategies, policies, and regulations in program management. |

**SKILLS AND****ABILITIES:**

Demonstrated ability to enhance cooperation and trust within a team is required. Skill in conceptualizing programs and developing strategies for their implementation is also required. Must have a high degree of managerial, analytical and leadership skills in program management and the ability to negotiate with high level Government of Honduras (GOH) Officials and executive directors of major U.S. NGO and private sector partners. Must have the ability to obtain, analyze, and evaluate a variety of data and information to make meaningful recommendations. Must be able to develop and maintain a wide range of senior level contacts in the public and private sectors. Computer knowledge in windows applications (word, excel, power point) and internet based applications is required.

**ADDITIONAL SELECTION CRITERIA:**

1. The Contracting Officer will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current Ordinarily Resident employees (OR) must have worked in their present position for at least one year in order to be eligible for consideration.
3. Current Ordinarily Resident employees identified as needing improvement in their interim report during the mid-cycle review or with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Work Plan and Performance Evaluation Report are not eligible to apply.
4. All candidates for employment with the US Mission must pass a background/security investigation and a medical certification. Any employment offer with the US Mission is contingent upon a candidate's ability to secure the necessary certifications.
5. All Ordinarily Resident applicants must be a naturalized citizen of the host country or have the required work and/or residency permits to be eligible for consideration.

**TO APPLY:**

Interested applicants for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
2. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; or
3. A current resume or curriculum vitae that provides the same information found on the UAE; plus
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO:**

By Mail: Send to American Embassy, Human Resources Office, Room 335, and P.O. Box 3453, Tegucigalpa, Honduras.

In Person: Hand-carry and deposit in drop box located at the entrance of the American Embassy, Post # 3, Avenida San Carlos.

Via Email: [TGGUSAID@state.gov](mailto:TGGUSAID@state.gov)

**POINT OF CONTACT:**

Human Resources Office

Attention: Claudia Tovar

Telephone: 2236-9320 Ext. 4743; Fax: 2221-4002

**CLOSING DATE FOR THIS POSITION: FEBRUARY 20, 2014**

The U.S. Mission in Tegucigalpa, Honduras provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

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See <http://honduras.usembassy.gov> or <http://transition.usaid.gov/hn/employment.html>  
for additional information and employment opportunities

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#### Appendix A

1. **Not Ordinarily Resident (NOR)** - An individual who:
  - Is not a citizen of the host country; and,
  - Does not ordinarily reside (*OR*, see below) in the host country; and,
  - Is not subject to host country employment and tax laws; and,
  - Has a U.S. Social Security Number (SSN).
  - NOR employees are compensated under a GS or FS salary schedule, not under the LCP.
2. **Ordinarily Resident (OR)** - A Foreign National or U.S. citizen who:
  - Is a local resident; and,
  - Has legal, permanent resident status within the host country; and,
  - Is subject to host country employment and tax laws.
  - EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).